

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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November 15, 2006

To: DOE Contractors

Subject: 2006/07 DOE Close-Out Report

The 2006/07 Department of Energy (DOE) Contract with the Department of Community Services and Development (CSD) expired on January 31, 2007. We are releasing the Close-Out Report early to provide agencies advanced notice of the changes to the close-out forms/process owing to the use of the LIHEAP Labor Rate Reimbursement Model under DOE. Per contract requirements, no purchases or other obligations should be made after the expiration date. The Close-Out Report is due to CSD on, or before, **April 30, 2007**.

The Close-Out Reporting forms, instructions, and steps for completing it are available on CSD's Website (Contractor's Only) for your use. The forms are:

- 2006/07 DOE Contract Close-Out Checklist and Certification of Documents Transmitted, CSD 720 (Rev. 11/06)
- 2006/07 DOE Close-Out Equipment Inventory Schedule, CSD 720D (Rev. 11/06)
- 2006/07 DOE Close-Out Actual Costs/Reimbursement/Interest Earned/Advance Payment Reconciliation Report, CSD 720E (New 11/06)*

***The form replaces CSD 720C Interest Earned Expenditure Report and includes the process to be used for reconciling Actual Costs, Reimbursements, Interest Earned, and Advance Payment to determine any unexpended funds which shall be refunded to CSD with the Close-Out Report. Please download this Excel formula-driven form and instructions off CSD's Website (Contractor's Only) for your use.**

The Data Base Management System (DBMS) statement will no longer be included in CSD's Close-Out Report. Aggregate expenditure data can now be located in CSD's Expenditure Activity Reporting System (EARS). Please refer to your agency's EARS YTD data for this contract. Any adjustments to be reported during the close-out process must be submitted through the EARS system. To ensure the prompt handling of them, please notify your Field Representative.

Should you have any questions or need assistance in completing the Close-Out Report, please contact your Field Representative.

Sincerely,

LORRAINE BAKER, Manager
Field Operations, Energy Services Unit